



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER II, REGISTERED PROFESSIONAL ENGINEER Department of Conservation and Natural Resources OPTION A: Division of Environmental Protection B: Division of Water Resources Department of Human Resources C: Bureau of Health Protection Services	44*	A	6.202

Under general direction, perform administrative and professional engineering work in coordinating, planning, directing and managing activities as the head of a bureau in the Division of Environmental Protection or as the head of a section in the Division of Water Resources within the Department of Conservation and Natural Resources; or has responsibility and authority for a major complex, statewide public health program in the Department of Human Resources; exercise control for final and complete departmental policies; analyze complex situations and adapt effective courses of action; administer department rules and regulations.

Positions at the Manager II level perform professional engineering functions requiring analysis involving the application of advanced principles and abstract concepts in the development of unique solutions to difficult problems that impact recommendations and the development of new policies, procedures and long and short range goals. Activities consist of duties that result in decisions and provide control of outcome of decisions. Positions at this level deal with internal and external management levels as well as executives, officials and regulatory representatives to negotiate solutions to major or controversial issues within policy guidelines.

ALL OPTIONS

Direct and manage subordinate staff to include preparing written evaluations; recommend and enforce corrective disciplinary action when necessary by reviewing circumstances, seriousness of offense, impacts, and probable cause to maintain fair and impartial control and to uphold the department's standards of performance; and establish the work performance standards which are used as a basis for evaluation of work performance and as an aid in solving disputes over job assignments.

Attend and represent the department at various hearings, meetings, conferences, public news media interviews, and at city and county council meetings to provide information and answer questions pertaining to federal and State rules and regulations and department policies, procedures and programs.

Assist in budget development by recommending division, branch or section operational needs and other pertinent cost factors and attending finance, staff and status meetings to represent the division, branch or section.

Provide technical engineering assistance to staff and various committees and groups and serve as an expert witness in law suits and other court matters.

Perform related duties as assigned.

***Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Option A - Division of Environmental Protection

Plan, organize and direct major, complex statewide environmental programs to ensure compliance with State and federal laws, rules and regulations within the bureaus of either air quality, water quality, mining regulations and reclamation, water quality planning, water permits and compliance, wastewater treatment, waste management, hazardous materials, or federal facilities.

Establish goals, objectives, schedules, policies and procedures that are compatible with statutory, regulatory, departmental and divisional requirements; develop work plans, budgets and applications for federal grants in accordance with applicable federal laws and regulations utilizing federal and State accounting policies and procedures to achieve the goals of the division; develop and review regulations to generate fees from the regulated community and evaluate fee revenues to ensure their adequacy to support environment regulatory programs; and review and approve all bills, contract payments and travel claims in accordance with contracts, goods received and policies and regulations to ensure spending is according to federal and State requirements and within authorized federal and State budgets.

Establish organizational structures and provide programmatic direction and guidance by determining and establishing the number of branches and sections within the bureau that will most effectively enable it to achieve objectives; creating and implementing a strategy that gives long-term direction to the bureau; and providing day-to-day programmatic direction and advice to branch supervisors in the execution of strategy to attain goals and objectives.

Option B - Division of Water Resources

Plan, organize and direct the development of complex water resource projects and the administration of State statutes relating to water to include the administration and management of water rights applications, ground water, surface water, the dam safety program, special water projects, hearings activities, and the Las Vegas branch office.

Assist management in the review of existing statutes and determine if changes or deletions are necessary by reviewing all statutes and court cases pertinent to the change; preparing proposed language; and preparing information and justification for amendments to the legislature. Prepare comments to proposed federal regulation changes and additions to represent the State's best interest.

Conduct administrative hearings to obtain additional information for resolving protests and other controversies by setting procedures to be followed, listening to protestants and applicant present case, ruling on attorney's motions and objections, and examining expert witnesses to produce a complete and accurate record for the State Engineer to examine.

Prepare rulings for management's review to either approve or deny applications by reviewing all evidence obtained from research, published hydrologic reports, testimony of professional and expert witnesses, field investigations and hearings; resolving disputes; evaluating impact to existing water rights; determining if approving application is in the public interest and consulting with the deputy attorney general on legal aspects. Prepare complex permit terms for the State Engineer's review in order that the permit can be administered in accordance with Nevada Water Law, agreements and rulings, court decrees, and practical engineered limitations by incorporating standard permit terms that apply; developing special terms that may be required and covering conditions that may lead to disputes and lawsuits in the future. Prepare orders for State Engineer's review which regulate groundwater basin; or enforces State water law and prepare documentation for attorney general's office for any legal ramifications of the order.

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES (cont'd)

Option B - Division of Water Resources (cont'd)

Hearing Section: Prepare and conduct hearings as directed by the State Engineer by determining information to be developed and presented preparing highly technical engineering, scientific, geologic and hydrologic data and reducing information to exhibits for introduction at hearings; determining data to be requested from parties; preparing/conducting prehearing conferences to establish uncontested matters; presenting contested matters and developing a full, fair and complete record so that the final decision will be based on all appropriate available information for the proper and lawful use of the waters of Nevada; presiding at hearings to ensure that conduct complies with the rules and regulations of the Division, NRS 233B, and the constitutional requirements of fair and full opportunity to be heard; ruling on and deciding complex issues of standing to participate, or order of procedure, qualification of expert witnesses, objections to proposed exhibits and testimony, and exercising independent, informed judgment to ensure that all testimony and evidence needed for proper decision is put on the record; and preparing written decisions for the State Engineer's review.

Assist the Deputy Attorney General in court litigation by preparing the record on review for each contested decision and submitting the record to the appropriate court; assisting the Deputy Attorney General at court proceedings on appeals; and appearing for the Deputy Attorney General when unavoidable time conflicts arise and independently presenting the agency's case to the court utilizing appropriate court procedure.

DEPARTMENT OF HUMAN RESOURCES

Option C - Bureau of Health Protection Services

Plan, organize, schedule and oversee the operations of a statewide drinking water program to ensure that public drinking water systems are in compliance with federal and State public health protection regulations by preparing a work plan and grant application; monitoring contracts with local health districts; reporting to federal agencies; prioritizing water systems for technical assistance; sampling, and enforcing compliance to regulations.

Coordinate drinking water program activities with local, State and federal agencies by coordinating the preparation and negotiation of contracts with counties to administer portions of the water program to ensure consistent implementation of regulations.

Serve as an expert witness at enforcement hearings and court actions when water suppliers are out of compliance with NRS 444 and NRS 445 and develop and oversee compliance schedules and enforcement actions to resolve violations.

Represent the division as the technical expert in public health engineering for bill drafting, NAC revisions, technical advisory committees and the State Legislature.

Direct the examination of plans and specifications and existing structures and proposed alterations of drinking water supplies and treatment works, sewage systems, swimming pools, cemeteries, spas, labor camps, R.V. and mobile home parks, to detect the presence of sanitary defects affecting public health.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Registration as a Professional Engineer in Nevada is required at the time of appointment. Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.
- * Positions within this class may require specialized education and experience which will be identified at the time of recruitment.

EDUCATION AND EXPERIENCE: Registration as a Professional Engineer in Nevada with a bachelor's degree from an accredited college or university in civil engineering or a closely related engineering field and six years of progressively responsible professional engineering experience in civil engineering or a closely related engineering field of which two years must have been in a supervisory or responsible project charge capacity; **OR** Registration as a Professional Engineer in Nevada and two years of experience as a Staff III, Registered Professional Engineer or a Supervisor III, Associate Engineer; **OR** one year as a Supervisor IV, Registered Professional Engineer; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

ALL OPTIONS

Detailed knowledge of: civil engineering terminology. **Working knowledge of:** the State Administrative Manual Rules for State Personnel Administration, the department's affirmative action plan, and the Supervisor's Guide to Prohibitions, Penalties, and the Grievance Procedure. **Knowledge of:** management fundamentals in order to revise priorities, reassign tasks, influence personnel, and improve production to compensate for anticipated and unanticipated changes due to internal or external sources in order to reach organizational goals and objectives. **Ability to:** reason logically; work a varied schedule; travel on short notice for business purposes; write clear, concise informative letters; effectively communicate on the telephone; speak on a one-to-one basis to obtain information, to explain policies and procedures, and to persuade others to accept or adopt a specific opinion or action; listen perceptively and convey awareness; perform a variety of duties, often changing from one task to another of a different nature; perform under the stress of frequent interruptions and/or distractions; work independently and follow through on assignments with minimal direction; maintain self-control during pressure situations; establish and maintain effective working relationships; communicate orally using appropriate vocabulary and grammar to obtain and provide information and to explain policies and procedures to persons of varying levels of engineering expertise; handle rapid changes in conversation involving difficult questions; think through the consequences of a decision before making it; negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decision, conclusions or solutions; solve conflicts by identifying the problem, determining its effects, analyzing alternate solutions, choosing the optimum solution, and taking the necessary action to implement the solution; read, interpret, and determine the effect of technical documents, research reports, engineering journals, and federal and State regulations; review and critique the work of other personnel; foster a stimulating, acceptable learning environment; make comprehensive recommendations on engineering problems; establish and maintain cooperative working relationships with federal, state and local governments.

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

OPTION A - DIVISION OF ENVIRONMENTAL PROTECTION

Working knowledge of: engineering principles associated with waste treatment, current technology for pollution control, and the environmental impact associated with the release of toxic chemicals and biological agents; principles of engineering economics to analyze impacts of Bureau decisions on the regulated community. **Ability to:** organize and manage complex programs related to the control of biological and chemical pollutants discharged to the environment (program elements typically include technical investigations and monitoring, permitting, technical services, compliance and enforcement and planning); direct individuals and teams to meet required goals and objectives, prioritize competing demands and track multiple projects and outputs.

OPTION B - DIVISION OF WATER RESOURCES

For dam safety program - Knowledge of: engineering hydrology to predict runoff flows that result from snowmelt and storm events and to calculate water flow capacity in pipes and open channels; geotechnical principles to estimate soil strength and ability of soil to perform as a dam embankment material; surveying principles to locate surveying monuments in field, locate property lines, locate points of diversion, measure water and land surface elevations; civil engineering design practices to review dam designs. **Ability to:** make accurate estimates of water volumes, diversion rates and conversions mentally and quickly to provide approximate answers to questions; operate and understand calculators, computers, water measuring equipment, surveying instruments to read and make maps accurately; write technical reports concerning water resources such as rulings for decisions on applications, stating water availability, general hydrology and groundwater basin pumpage inventory reports; write permit terms which include quantities of water, restrictions, and requirements of the permit holder; coordinate permit terms by determining the time, place and sequence of actions to be taken on the basis of analysis of data; interpret engineering plans and specifications to review design package for construction of structural problem in a dam; express conceptual plan of a solution to a dam problem in engineering drawings; read and interpret technical documents such as engineer's design reports and government documents regarding stream flow records and dam design.

For Hearing Section - Detailed knowledge of: water law statutes and cases, policies and interpretation governing operations and duties of Division of Water Resources and rules of evidence. **Knowledge of:** the practical, legal and regulatory principles of water and related State laws; practical, legal and regulatory principles in the water use field. **Ability to:** read and comprehend legal and highly technical, complex and scientific documents; mediate disputes.

DEPARTMENT OF HUMAN RESOURCES

OPTION C - BUREAU OF HEALTH PROTECTION SERVICES

Knowledge of: modern developments, techniques and practices of sanitary and environmental engineering; chemistry, microbiology, physics and the principles of risk assessment; the principles of public health or environmental health administration as applied to the improvement of environmental health; the Safe Drinking Water Act as applied to the administration of laws, rules and regulations relating to the water program. **Ability to:** organize, direct and coordinate investigations involving the application of professional theory and the interpretation of laws, regulations, requirements and activities of the department and division; secure cooperation of and consult with owners and operators on construction, repair and other measures necessary to comply with laws and regulations; prepare and review reports of investigations; present information orally and in writing as applied to courtroom testimony and budget preparation; prepare and

MINIMUM QUALIFICATIONS (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

DEPARTMENT OF HUMAN RESOURCES (cont'd)

OPTION C - BUREAU OF HEALTH PROTECTION SERVICES (cont'd)

monitor program budgets and contracts, prioritize implementation of regulations, forecast program needs, and assess environmental health risks; research, interpret and apply public health engineering principles, regulations and statutes; understand the legislative and regulatory process and present regulations for adoption; provide written and verbal communications regarding complex technical regulations to a variety of audiences including public, press, professional engineers and legislators; build consensus; defuse hostile situations, resolve conflicts and violations and organize cases for enforcement action.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

ALL OPTIONS

Working knowledge of: general accounting and budgeting procedures. **General knowledge of:** data processing and the use of personal computers and related software; State purchasing regulations. **Knowledge of:** where to go within the organization for needed information; various engineering disciplines for review of technical data submitted either in written form or as presented by expert witnesses at administrative hearings or field investigations in oral form; procedure for budget preparation and the application of budget expenditures during the biennium; goals and objectives of the division. **Ability to:** make group oral presentations to provide information, explain procedures, and persuade others; learn and accept new ideas, concepts and procedures; write clear, concise legal agreements; make decisions on knowledge or facts provided and know when not enough information is given to make a clear decision; establish priorities which accurately reflect the relative importance of job responsibilities; prepare and present written reports; interpret and enforce department and division policies and rules; discuss a variety of job-related topics on little or no notice; analyze information, technical data, problems, situations, practices or procedures to define the problem or objective; identify relevant concerns or factors; identify patterns of operation, tendencies and relationships; recognize alternatives and their implications; write accurate analytical and technical reports and correspondence; manage and motivate professional employees; evaluate performance, set goals, prepare work performance standards and administer discipline; prioritize and assign the division's workload such that it will be completed in a timely manner and in accordance with accepted procedures; deal with the public in a competent manner even in adversarial situations; speak with persons of various social, ethnic, cultural, economic and educational backgrounds; establish rapport and gain the trust of others; motivate others and stimulate people to effective action; work as a team; accept equivocal circumstances and take action where answers to a problem are not readily apparent; estimate the cost of an engineering project; identify more effective methods of work operation.

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

OPTION A - DIVISION OF ENVIRONMENTAL PROTECTION

Working knowledge of: the Federal Clean Water Act, portions of the Code of Federal Regulations, Nevada Revised Statutes and the Nevada Administrative Code pertaining to air and water quality, solid and hazardous waste and procedural requirements. **Ability to:** prepare and administer budget for complex environmental control programs; estimate revenues derived from a combination of State appropriated funds, federal grants, permit fees, and penalties; and track expenditures in order to make budget adjustments during the fiscal year.

OPTIONS

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MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES (cont'd)**OPTION B - DIVISION OF WATER RESOURCES**

Working knowledge of: procedures to conduct hearings; regulations for water well and related drilling; common methods of measuring water as practiced in western states. **Knowledge of:** Nevada Revised Statutes, Nevada Administrative Code and case law regarding water law and policies and procedures of the division as it has evolved through administrative actions since the enactment of the Nevada Water Law in 1905 and the subsequent amendments since that time; the federal, state and local agencies' rules and regulations as they pertain to water supply, remediation plans for removing contaminants to the ground water aquifers and areas for commitments of service by water companies; provisions of open meeting statutes (NRS 232 and 233). **Ability to:** comprehend and analyze technical engineering and scientific information such as ground water hydrology, geology, groundwater modeling, fluid mechanics and surveying as submitted in support of water right applicants or protestants of any water right application; work with other federal, state or local agencies relating to water issues; write concise, logical, grammatically and factually correct draft rulings of the State Engineer and analytical reports to advise the State Engineer on water related issues.

For dam safety program - Knowledge of: U.S. Bureau of Reclamation and U.S. Army Corps of Engineers Dam Safety Criteria to administer dam safety program. **Ability to:** make decisions on water rights and dam applications on solutions to problems or solutions to dam deficiencies and on acceptance/denial of claim of vested rights; interpret State water right decrees in order to calculate priorities and water quantities and any other provision. **Skill to:** operate personal computer to make graphs and tables and communicate with U.S. Geological Survey computer to obtain daily stream flow rates.

For Hearing Section - Knowledge of: Nevada Revised Statutes, Nevada Administrative Code and case law regarding water law and hearings; legal principles, their application and legal research methods. **Ability to:** apply knowledge of water and related laws in comprehensive reports or in hearings; collect evidence and prepare documentation for use in hearings or court; analyze detailed hydrogeological, geological, engineering, scientific reports and studies, and statutes for matters related to water law and regulations; organize and conduct special investigations and studies; interpret legal requirements and apply them at hearings.

DEPARTMENT OF HUMAN RESOURCES**OPTION C - BUREAU OF HEALTH PROTECTION SERVICES**

Ability to: acquire and maintain detailed technical knowledge of all programs and gain and maintain knowledge of State and local planning and zoning laws/ordinances; acquire and maintain a working knowledge of peripheral programs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.202

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